

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

December 5, 2007

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TITLE:	Mental Health Community Program Officer
POSITION NO:	31702
LOCATION:	Addictive & Mental Disorders Division, Billings
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,136 - \$41,420 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, December 19, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: This position requires extensive travel, approximately 50% - 75% of the time to local, regional, and statewide destinations, often overnight. Independent decision making is also necessary.

If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for developing, fostering, and supporting collaborative relationships between the division/bureau and community stakeholders, consumers, providers, local and tribal government, legislators, local

advisory councils, and the service area authority. Specific duties include working with local agencies, consumers, and stakeholders to facilitate the development of local mental health advisory councils by providing leadership, consultation, education, and resources; identifying unmet consumer needs within the public mental health program; analyzing and researching problems and coordinating with central office staff and other program officers as needed to respond in a timely and accurate manner; representing the department as needed by testimony, explaining rules, regulations, and policies that support the department's actions at reviews and hearings; conducting regional provider quality assurance and compliance reviews and developing effective corrective action activities; interpreting policy based on overall understanding of program intent and goals; and training duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of public mental health and related human service fields and experience in the design, implementation, and facilitation of planning processes; experience engaging effective participation of consumers, families and other stakeholders in planning activities; understanding of other systems related to public mental health (education, justice and corrections, substance abuse, vocational services, affordable housing resources, public benefits, etc.); principles and practices of managed behavioral health systems of care; and of Medicaid and other funding sources relevant to public mental health services and systems.

Skills: Skill and experience in the principles, methods, and practices of human services and in organizing, sequencing, monitoring and follow-up.

Abilities: Ability to work and communicate well with mental health consumers and their families, providers, and advocates; gather, synthesize, and interpret data necessary for state and regional planning processes; integrate planning activities with policy and procedure design, budget development, outcome and performance measurement, and quality management and improvement; lead and facilitate disparate participants (i.e., consumers, families, providers, local officials, advocated, community leaders, etc.) in assessing options and reaching consensus on priorities and strategies; identify and resolve issues/problems that affect the public mental health system; and effectively represent division and state constituents' interests in interagency work groups, activities, and negotiations.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in behavioral health, human services or related field **AND** two years experience

in community social or health related fields with demonstrated knowledge of community resources or mental health.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Copy of transcripts for any coursework at a college or technical school will be accepted at time of interview or job offer; (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume is required at time of application; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available

to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Mental Health Community Program Officer
Position: #31702
Location: Addictive & Mental Disorders Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe your education and professional experience with the public mental health system, consumers of mental health services and/or other stakeholders.
2. The mental health community program officer will represent the Mental Health Bureau and the Addictive and Mental Disorders Division in the community. What skills do you believe are essential to success in this role? Describe your personal skills and abilities that would contribute to your ability to function effectively in the community and to accomplish the goals identified in this position description.